

**WV BOARD OF REGISTERED NURSES**

5001 MacCorkle Avenue SW  
South Charleston, WV 25309

Continuing Education Course  
Minimum Standard Documents

Maintain the following documents with each CE offering

1. Sample Program announcement
2. Target audience information
3. Program reference materials
4. Program objectives
5. Content outline or agenda with timeframes
6. Instructor biography, curriculum vitae or resume with qualifications
7. Teaching methods and materials summary
8. Sample Evaluation tools
9. Sample Certificate of Completion